TO: Fire Department Appointing Authorities
Fire Chiefs

FROM: George J. Bibilos, Director, Organizational Development/Civil Service

DATE: May 16, 2013

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

FIRE LIEUTENANT
FIRE CAPTAIN
EXAMINATION DATE – SATURDAY, NOVEMBER 16, 2013

Candidates are responsible for reading the texts and other materials listed below and all pages of this announcement. Please note carefully which edition and date of publication is listed for each item. Questions will cover the reference in its entirety unless otherwise indicated. All examination questions will be based on these materials.

**LIEUTENANT AND CAPTAIN**


Exclude appendices and glossary.

Captains: Entire book except chapters 16 and 27, appendices and glossary.


Chapters 3-12 and 17, and all glossary terms related to these chapters. Exclude appendices.


Entire book, including Appendix B, Glossary of Key Terms, and Acronyms. Exclude Appendix A.

(Continued)
Massachusetts General Laws, Chapter 148 (as amended through the release date of this reading list).

527 CMR: Board of Fire Prevention Regulations, Section 10.

Chapter 9: Only pp. 258-259 (start at p. 258 “Hand Method” and stop at p. 259 before “Equation H (5-inch hose)”).
Chapter 11: Only pp. 323-351 (start at p. 323 “Operating from a Pressurized Water Supply Source” and stop at the end of p. 351).
Chapter 15: Entire chapter.

Of the lettered formulas, you are required to know ONLY Formulas A, B, C, D, F, G, and I. You must also be able to apply Formula A. To do this, you need to know the coefficients in Table 8.3 (p. 186) for 1 ¾” hose with 1 ½” couplings and for 2 ½” hose; and the coefficients in Table 8.4 (p. 198) for two 2 ½” lines and for two 3” lines with 2 ½” couplings. NOTE: You will not be required to know or apply any formulas other than those listed above.

LIEUTENANT ONLY
Entire book except Appendix A.
Entire book including Glossary.
Chapters 1, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, and 14.

NOTE: The IFSTA text Structural Fire Fighting: Truck Company Skills and Tactics has replaced the Richman text Ladder Company Fireground Operations.

CAPTAIN ONLY
Exclude epilogue.
Chapter 1: Entire chapter, excluding section “Where Do Supervisors Come From?” on p. 11.
Chapter 3: Entire chapter, excluding section on “Can Continuous-Improvement Programs Be A Help In Planning?” on pp. 65-67 and section on “A Special Case of Planning: The Entrepreneurial Supervisor” on pp. 76-79.
Chapter 7: Entire chapter.
Chapter 8: Only pp. 201-215 (start at p. 201 “What is Motivation?” and stop at p. 215 before “Should Employees be Paid for Performance or Time on the Job?”).
Chapters 9, 10, 11, 12, and 14: Entire chapters and Chapter 16: Only pp. 414-420 (start at p. 414 “What is Labor Relations” and stop at p. 420 before “Racketeering Influenced and Corrupt Organizations Act (RICO)”).
(Exclude sections on enhancing understanding and developing your supervisory skills at the end of each chapter, and sections on news flashes.)

PUBLISHERS OF READING LIST TEXTS

- Federal Emergency Management Agency, P.O. Box 2012, Jessup, MD 20794; (800) 480-2520, Option #4.
- Fire Engineering, P.O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; www.pennwellbooks.com.
- IFSTA (International Fire Service Training Association), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; www.ifsta.org.
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; www.jbpub.com.
- Prentice-Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800) 811-0912; www.bradybooks.com or http://vig.pearsoned.com/store/home/1,1205,store-20180_id-2,00.html.

*Please note that to purchase Supervision Today the publisher recommends that you contact a college, university, or local bookstore or you can place an order with a bookstore on the internet.*

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Christine Barbas, Ed. D., Personnel Selection Specialist, at (617) 878-9745. A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at [www.mass.gov/hrd/readinglists](http://www.mass.gov/hrd/readinglists).